



June 12, 2018

**MEMORANDUM FOR:** Lisa Casias  
Deputy Assistant Secretary for Administration, Performing  
the Non-Exclusive Duties of the Chief Financial Officer and  
Assistant Secretary for Administration

*Carol N. Rice*

**FROM:** Carol Rice  
Assistant Inspector General for Audit and Evaluation

**SUBJECT:** Audit of the Department's Fleet Management Practices  
(#2018-326)

We are initiating an audit of the Department's fleet management practices. Our objective is to determine whether the Department's fleet program operates in accordance with applicable federal fleet requirements for vehicle operations, acquisitions, and utilization.

We will schedule an entrance conference to discuss our audit objective and scope in more detail. If you have any questions regarding this audit, please call me at (202) 482-6020 or Patricia McBarnette, Audit Director, at (202) 482-3391.

We thank you in advance for your cooperation during this audit.

cc: Steve Kunze, Deputy Chief Financial Officer and Director for Financial Management  
MaryAnn Mauser, Audit Liaison